

DD/M&S 74-2195

17 JUN 1974

MEMORANDUM FOR: Chief, CIA Historical Staff

Dear Walt:

1. I think it would be advisable if we had a better insight into the workload and progress of the CIA (and as you prefer) History or Historical Program. In addition to that, and based on your own background, I know you are the recipient of ad hoc inquiries from time to time, knowledge of which would also be of interest to us.

2. Would you, therefore, commencing with the month of June, submit to the DD/M&S a monthly report, to be received on the last working day of the month. The report, at the minimum, should equate activity in progress with your approved History Program; mention any ad hoc inquiries or matters receiving attention; raise any appropriate personnel matters; and any other material you wish to record. It may well be, after the receipt of the report, we would look forward, within a week or two of it, to an oral discussion.

JFB
John F. Blake
Associate Deputy Director
for
Management and Services

ADD/M&S:JFB/ms (17 June 74)
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*See H-2405
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